

2014 Year End Compliance Checklist

Item	Description	Deadline
Form 5500 due date (with extension) for 2/1-1/31 plan year	Annual Return: The Form 5500 is to be filed 7 months after plan year end. The plan sponsor can apply for a 2 ½ month extension if desired.	November 15th
Safe Harbor Notice	<u>For newly eligible employees:</u> to be distributed no later than the eligibility date and no earlier than 90 days prior to that date. <u>Ongoing:</u> should be distributed 30-90 days before the start of the plan year.	December 1st (30-90 days before start of the plan year)
QDIA Notices	<u>For newly eligible employees:</u> to be distributed at least 30 days prior to the eligibility date or 30 days before the first default investment. <u>Ongoing:</u> at least 30 days before start of the plan year.	December 1st (at least 30 days before start of the plan year)
Notice of changes to plan related disclosures	30-90 days before implementation date	December 1st (30-90 days before implementation date)
Automatic Contribution Arrangement Notice	<u>For newly eligible employees:</u> no later than the date of eligibility (prior to first pay period) but no earlier than 90 days before the date of eligibility. <u>Ongoing:</u> 30-90 days before start of the plan year.	December 1st (30-90 days before start of the plan year)
Distribute Summary Annual Report (SAR)- (extended deadline)	Summary of the plan, as reported on the Form 5500 (includes beginning/ending balance, contributions, distributions, gains/losses, etc.).	December 15th (SAR must be distributed 9 months after plan year end. If an extension was filed for the Form 5500, the SAR must be distributed within 2 months after the extended Form 5500 deadline).

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Required Minimum Distributions	The deadline to take Required Minimum distributions is December 31 st , except for the first payment which is due April 1 st following the later of: calendar year that the employee turns 70 ½ or calendar year that the employee retires.	December 31st (April 1 st for the first year)
Use forfeitures	Recommended by the end of the plan year or by the end of the following plan year-reference the plan document.	December 31st
Process corrective distributions for failed ADP/ACP test (10% excise tax will apply)	If a 2013 ADP/ACP test failed, the plan sponsor has until year end of 2014 to process corrective distributions.	December 31st
Deadline to correct a failed ADP/ACP test with QNEC (qualified non-elective contributions)	If a 2013 ADP/ACP test failed, the plan sponsor has until year end of 2014 to make corrective contributions.	December 31st
Employer discretionary amendments	Amendments to the plan document must be signed by the end of the year in which the amendment is effective (please note that some exceptions apply).	December 31st
Remove Safe Harbor feature	An amendment must be signed by year end to remove the safe harbor feature of the plan for the following year.	December 31st